

3-Required Steps to apply for a Grandfathered Insulation Construction Supervisor License

- 1. Register as a Home Improvement Contractor (HIC):** You must be a registered HIC to acquire this license. If you are a HIC, indicate your registration number on the application. If you aren't a HIC, complete the HIC Registration Application and **submit it with** this application. If you are employed by a HIC-registered company but your name is not included on their HIC card, complete a HIC Supplemental Registration Card Application and **submit it with** this application. You may find these forms by visiting www.mass.gov/dps
- 2. Complete the Grandfathered Application:** Complete and submit the *Grandfathered Insulation Construction Supervisor License* application form attached.
 - Attach a **color** photograph clearly showing your face – similar to a driver's license photo, or, sign the waiver to allow us access to your license photo from the Registry of Motor Vehicles.
 - Enclose a \$150.00 check payable to the Commonwealth of Massachusetts.
 - Have the application notarized.
- 3. Complete the Letter of Attestation form:** You must indicate customer references for five insulation projects where you supervised work. There is no need to submit more experience than this, but do not submit less. Sign and submit this form with your application to prove you have five years experience.

Important Notes:

Please **carefully complete** this information as incorrect or incomplete applications will be denied and checks returned.

If you already have an **Unrestricted** or **Restricted** Construction Supervisor License, you **DO NOT** need to apply for this license.

Applications must be postmarked on or before May 29, 2009. Applications postmarked later than this date will be returned. If this deadline is missed then, among other things, a passing grade on an exam will be required to obtain the Insulation CSL.

The Commonwealth of Massachusetts

Department of Public Safety

Application for *Grandfathered Insulation Construction Supervisor License*

Applicant Information (please print clearly)

Last Name (write above the line)		First Name	Middle Initial	Social Security Number
Residence Address			Date of Birth	
City		State	ZIP Code	
()				
Home Phone		Email Address		
Name of Current Employer		() Work Phone		
Street Address		City	State	ZIP Code
Current Occupation	HIC Registration Number	Indicate any building or trades license (s) currently held		
License under the Grandfather Provisions				

Please review the required minimum qualifications found on the Letter of Attestation page.

I, _____, being the person referred to in the application for a license as outlined in Special Regulation R5 of the State Building Code, do solemnly swear that the statements herein made are true and correct; that the application is made in good faith; that I have complied with all the requirements of law to the best of my knowledge and belief; ; that I am familiar with and have available to me a copy of the latest Massachusetts State Building Code and all of its Rules and Regulations and, that I meet all qualifications to be licensed by the Board of Examiners without being tested. Also, I hereby attest to the fact that I have READ and UNDERSTAND the minimum qualifications for the category of license sought and attest that I meet or exceed these qualifications by virtue of my experience. Under the penalties of perjury, I declare that the information contained in herein is true, correct and complete. I further understand that a false statement made in this affidavit and application is sufficient cause of rejection or revocation of a license issued. Pursuant to the Massachusetts general laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to my best knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.

Signature of applicant: _____ Date: _____

Please check here if you (the applicant) authorize the Department of Public Safety (DPS) to electronically access your photograph from the Massachusetts Registry of Motor Vehicles (RMV) database solely for use on this construction supervisor license. If DPS cannot acquire a photo from the RMV please supply one as indicated below.

Notary Public: _____ Date: _____ Expiration of Commission: _____
Signature

Applications must be postmarked on or before May 29, 2009. Applications postmarked later than this date will be returned.

License Number: _____	Please return completed application along with a check for \$150.00 made payable to "Commonwealth of Massachusetts" and mail to: Department of Public Safety, Attention: Insulation CSL One Ashburton Place - Room 1301 Boston, MA 02108	Affix 1" x 1 1/4" face photo here or provide authorization to use RMV photo.
Date of Issue: _____		
Expiration Date: _____		
Date Received: _____	Check Number: _____	Transaction Number: _____

Letter of Attestation

(List of Customer References for Grandfathered Insulation Construction Supervisor License)

Print Your Name: _____

Instructions: List **five** different examples of insulation installation contracts that you completed. This insulation work must span at least the last five years but may go back as far as 1991. Remember to **sign this form**.

Required Customer Information:				
	Month/Year	Name	Address	Telephone
1.				
2.				
3.				
4.				
5.				

Please accept this letter to demonstrate my qualifications. I hereby declare, under penalties of perjury, that I possess at least five years experience in the insulation license category.

Signature _____ Date _____

Minimum Qualifications for Grandfathered Licensing

To be considered for licensing under the grandfather provisions each applicant for license per the MA State Building Code, must prove to the Board that he/she possesses at least the minimum qualifications identified below.

Insulation Construction Supervisor License (ICSI)

Candidates for this license who can demonstrate to the satisfaction of the Board that they have had at **least five years** experience in the supervision of individuals engaged in the installation of residential insulation or other buildings less than 35,000 cu. ft. as defined by the building code shall receive a license in this category without being required to examine. **Said experience shall be within the period spanning January 1991 to May 2009.** Acceptable evidence in demonstration of this requirement shall be in the form of a letter of attestation by the candidate indicating that he/she possesses such minimum qualification and identifying specific projects (spanning a period of at least a five years during the noted time frame) in which the candidate was involved with residential insulation projects, noting the name of the owner and address of said projects. Said letter shall be made part of the application to examine as described in Section R5.2.6.

R5.2.15.1 Responsibility for Work: The license holder shall be fully and completely responsible for all work for which he/she is supervising. He/she shall be responsible for seeing that all work is done pursuant to this code and the drawings as approved by the Building Official.

R5.2.15.2 Responsibility to Supervise Work: The license holder shall be responsible to supervise the construction, reconstruction, installation, alteration, repair, removal or demolition for the category of license held pursuant to this code and all other applicable Laws of the Commonwealth even though he, the license holder, is not the permit holder but only a subcontractor or contractor to the permit holder.